

**CALIFORNIA POLYTECHNIC STATE UNIVERSITY**  
 San Luis Obispo, California 93407  
**ACADEMIC SENATE**

**Academic Senate Agenda**  
**Tuesday, October 4, 1988**  
 3:00-5:00 p.m.  
 UU 220

*8.16.88  
minutes  
removed*

- I. Minutes:  
Approval of the August 16, 1988 Minutes of the Executive Committee (meeting as the full Academic Senate during summer quarter) (pp. 2-6).
- II. Communications:
  - A. Materials available for reading in the Academic Senate office (p. 7).
  - B. Information Required for Faculty Trustee Nomination (pp. 8-11).
  - C. Memo re Trustees' Outstanding Professor Awards-1988/89 (pp. 12-16).
  - D. Memo re Affirmative Action Faculty Development Program-1988/89 (pp. 17-20).
  - E. Resolutions approved by President Baker:
    - AS-281-88/Little Resolution on Department Name Change: Foreign Languages Department to Department of Foreign Languages and Literatures
    - AS-286-88/PPC Resolution on Timetable for Retention, Tenure, Promotion
    - AS-289-88/SWC Resolution on Sexual Harassment Policy (see attached modification, p. 21)
    - AS-290-88/UPLC Resolution on Modification of "Application for Leave of Absence With Pay" Form
    - AS-291-88/UPLC Resolution on Criteria for Approval of Leave of Absence With Pay Proposals
    - AS-292-88/UPLC Resolution on Membership Requirements for School-wide/Library Professional Leave Committees
    - AS-293-88/PPC Resolution on Initial Appointments of Tenure Track Faculty (see attached modification, p. 22)
    - AS-294-88/PPC Resolution on Distribution of Resumes During the Peer Review Process
    - AS-295-88/PPC Resolution on Consolidated Recommendations of Peer Review Committees (see attached modification, p. 23)
    - AS-296-88/LC Resolution on Library Acquisition Funds
    - AS-297-88/RC Resolution on Guidelines for State Faculty Support Grants (see attached modification, p. 24)
- III. Reports:
  - A. President
  - B. Academic Affairs Office
  - C. Statewide Senators
- IV. Consent Agenda:
- V. Business Items:
  - A. Election of Academic Senate Vice Chair-Johnson, Chair of the Elections Committee.
  - B. Resolution recommending an honorary degree-Gooden, statewide senator, (background materials attached on pp. 25-28). The Academic Senate will meet in Executive Session for discussion of this resolution.
- VI. Discussion Items:
- VII. Adjournment:

**The Executive Committee is to remain for a short meeting after adjournment of the Senate meeting re membership selection to the Selection Committee for Appointment of Dean to the School of Liberal Arts**

**Materials Available for Reading in the Academic Senate Office (FOB 25H)  
1988-1989**

**(New reading materials highlighted in bold)**

6/6/88	Revised Trustee Policy on Student Health Services (CSU)
6/13/88	Materials on Student Suicide (CSU)
6/14/88	Guidelines for Allocation of Funds Received Through the Program Change Proposal on Research, Scholarship, and Creative Activity (CSU)
6/27/88	Draft of Joint Committee Report on the Master Plan (California Legislature)
7/5/88	"Profile of CSU Employees - Fall 1987" (CSU)
9/12/88	<b>Retention, Tenure and Promotion Cycle--1988/89 (materials initiating the 1988-89 faculty personnel action cycle) (Cal Poly)</b>
9/13-14/88	<b>Meeting of the Board of Trustees Agenda (CSU)</b>
9/14/88	<b>Personnel Policies and Procedures Manual (CSU)</b>
9/15/88	<b>Status of Academic Senate CSU Resolutions (most recent resolutions that have been acted upon) (Academic Senate CSU)</b>
9/23/88	<b>Hispanic Underrepresentation: A Call for Reinvestment and Innovation [Hispanic Commission Follow-up Report] (CSU)</b>
9/23/88	<b>Principles and Policies: Papers of the Academic Senate of The California State University (Academic Senate CSU)</b>

DEADLINE FOR MATERIALS  
5 p.m.  
December 5, 1988

INFORMATION REQUIRED FOR FACULTY TRUSTEE NOMINATION

Each candidate for the position of faculty trustee must submit a statement:

- that he/she is a tenured, teaching faculty member with no administrative position other than department chair or equivalent;
- of intent to serve the full two-year term if appointed by the Governor;
- of one page length concerning her/his view of the position of faculty trustee;
- of experience in academic governance; (may cross-reference with item 11 below to avoid duplication).

Each candidate shall submit the names, addresses and telephone numbers of five references.

Candidates must submit vitae or resumes which shall include, as a minimum, the information requested on the guide below.

See Criteria, AS-1773-87/EX, March 4, 1988

Information submitted shall include the following:

1. Name
2. Department/Campus
3. Campus address (including office)
4. Campus telephone number (include ATSS and/or area code)
5. Home address.
6. Home telephone number (including area code)
7. Academic training (please list all Colleges/Universities, degrees and years received)
8. Academic honors, grants and awards (include dates)

*(Item #9 was inadvertently deleted in the 4/18/88 reprinting of this document)*

*(Please see reverse side)*

\*9. Employment Record

a. Academic

b. Other

10. Professional activities

11. Service

a. Department

b. School or equivalent

c. College/University level

d. Other university service (including systemwide)

e. Community (both immediate and extended)

12. Evidence of teaching excellence (Note: The criteria require that candidates have demonstrated records of excellence in teaching, professional achievement, and university service.)

NOTE: PLEASE SEND FOUR (4) COPIES OF ALL MATERIALS TO:

Academic Senate CSU  
400 Golden Shore, Suite 134  
Long Beach, CA 90802-4275

ALL MATERIALS MUST BE RECEIVED BY THE ACADEMIC  
SENATE CSU NO LATER THAN 5:00 p.m., MONDAY,  
December 5, 1988.

Materials received after this time cannot be  
considered.

Thank You.

\*NOTE: In the 4/18/88 reprinting of the "Information  
Required for Faculty Trustee Nomination",  
Item #9 was inadvertently deleted.

RG/a



(Note: Retyped 8/17/88)

#### CRITERIA FOR NOMINEES FOR FACULTY TRUSTEE

1. Candidates must be faculty members who are tenured at the California State University at which they teach and currently shall not hold any administrative positions other than department chair or equivalent.
2. Candidates shall have demonstrated records of excellence in teaching, professional achievement and university service.
3. Candidates shall possess experience in academic governance in the California State University.
4. The appointed faculty trustee shall not be a member of the Academic Senate of the California State University. Should the faculty trustee be a member of the Academic Senate CSU at the time of appointment, that person shall resign from the Senate.
5. Questions as to definitions and eligibility shall be resolved by the Academic Senate CSU.

#### PROCEDURES FOR SELECTING TRUSTEE NOMINEES

1. These procedures shall be initiated at least one full academic term in advance of the time that Faculty Trustee nominations are to be made.
2. Each campus senate shall develop procedures for selecting eligible nominees. As at least one option, the procedures shall allow for nominations by petition. Each such nomination shall require the signed concurrence of at least 10% of the full time teaching faculty or 50 such faculty members, whichever is less. The campus senate or council shall forward the names of all eligible nominees to the Academic Senate of the California State University by a date to be determined by the Academic Senate CSU.
3. The local senate chair shall forward for each nominee the completed Faculty Trustee nomination form and a current vita structured to the eligibility criteria, a one page statement from the nominee expressing his or her views of the position, and a statement of commitment to serve. Names, addresses, and telephone numbers of five references shall be provided by the nominee.
4. The Academic Senate CSU Faculty Trustee Recommending Committee shall be composed of seven non-candidate faculty members. Five members shall be elected by and from the Academic Senate CSU in the manner of election to the at-large Executive Committee positions. No campus shall have more than one representative. Two additional members shall be selected by their local senates from two campuses chosen by lot from those not represented by the first five. The qualifications for these two faculty members shall be the same as eligibility for election to the Academic Senate according to its constitution and bylaws.

The Academic Senate of the California State University shall elect these five members of the nominating committee at the September meeting of the Academic Senate CSU in the academic year in which the term of the present faculty trustee is to expire. The two additional members shall be selected in time to permit the committee to have its full composition by the succeeding (November) meeting of the Academic Senate CSU. The first member elected shall serve as chair of the committee.

The committee shall determine its own procedures for selecting candidates for nomination.

5. The Faculty Trustee Recommending Committee shall screen the original list of nominees and develop recommendations with supporting information.

The committee shall present four candidates for nomination to the Senate. The nominee recommendations of the committee shall be made available to the Academic Senate CSU at the January plenary session. The confidential files of these candidates shall be made available for review in the Senate office to members of the Academic Senate CSU at that time and at the plenary session in which the determination of the nominees is made. Unless otherwise determined by vote of the Academic Senate CSU, selection of nominees for the post of faculty trustee shall be made at the March meeting of the Academic Senate CSU immediately preceding the end of the tenure of the incumbent faculty trustee.

6. All academic senators of the Academic Senate CSU are eligible to vote.
7. The Academic Senate CSU, acting in executive session, chaired by the Chair, Faculty Trustee Recommending Committee, shall designate the final (2 or more) nominees by secret ballot in the following manner, conducting as many votes as necessary:

The Senate shall be provided with ballots containing the names of all the forwarded candidates in alphabetical order.

Each senator may vote for as many candidates as he or she wishes in each voting round. Candidates become nominees in the voting round in which he or she obtains approval of at least two-thirds of the ballots of eligible voters. At the close of each voting round the names of nominated candidates shall be eliminated from further voting consideration.

Voting shall be continued by the procedures indicated above until at least a sufficient number of candidates (two) has been nominated to meet the legal requirements.

When that condition obtains, the Senate shall determine by majority vote whether it wishes to continue balloting. If the Senate chooses to continue, one further round of voting, one time, shall take place. Any candidate not nominated by these regular procedures is again eligible for nomination at this time. Any candidate receiving two-thirds of the votes of eligible voters in this round of voting is declared a nominee.

8. The Chair of the Academic Senate CSU shall forward the names of the designated nominees to the Governor.

*Approved Unanimously March 4, 1988,  
as part of AS-1773-87/EX*

# THE CALIFORNIA STATE UNIVERSITY

BAKERSFIELD - CHICO - DOMINGUEZ HILLS - FRESNO - FULLERTON - HAYWARD - HUMBOLDT  
POMONA - SACRAMENTO - SAN BERNARDINO - SAN DIEGO - SAN FRANCISCO - SAN JOSE



LONG BEACH - LOS ANGELES - NORTHRIDGE  
SAN LUIS OBISPO - SONOMA - STANISLAUS

OFFICE OF THE CHANCELLOR  
(213) 590-5578 or 5550

## MEMORANDUM

DATE: August 29, 1988

TO: PRESIDENTS

FROM: W. Ann Reynolds  
Chancellor

Ray Geigle, Chair  
Academic Senate CSU

AUG 31 1988

FOR PRESIDENT  
ACADEMIC AFFAIRS

SUBJECT: Trustees' Outstanding Professor Awards - 1988/89

We are happy to announce the beginning of the nomination process for the Trustees' Outstanding Professor Awards for the academic year 1988/89. The Outstanding Professor Awards have been made by the Board of Trustees since 1963 in order to recognize and encourage excellence in teaching.

Through the efforts of the Chancellor, a commitment for funding of this program was obtained from the Joseph M. Schenck Foundation, which now annually makes a cash donation to The California State University Foundation for the awards. Through an agreement worked out several years ago between Chancellor W. Ann Reynolds and the Academic Senate CSU, additional funds (allocated by the Chancellor) were provided to award \$500 to the Outstanding Professor nominee from each participating campus, in addition to the \$2,000 for each of the two candidates judged most outstanding. Also the systemwide winners were funded to give guest lectures at selected campuses. Chancellor Reynolds has arranged for funding to provide the same cash award for the 1988/89 nominees and top two winners.

Because of increased recognition of academic excellence, the number of campuses participating in the OPA program has almost doubled in the last ten years. Each year two distinguished CSU faculty members are honored for their contributions to their students, to their academic disciplines and to their campus communities. Although participation in the Outstanding Professor Awards program is completely voluntary, your campus is invited to participate in the OPA competition and to take advantage of this opportunity to recognize the outstanding contributions of CSU faculty. The criteria for nomination for an Outstanding Professor Award, procedures to be followed in making such a nomination, and the timetable for the nomination/awards process for the academic year 1988/89 are attached.

Presidents  
August 29, 1988  
Page Two

The appointment of a campus Outstanding Professor Awards nomination committee at this time will facilitate the necessary compilation and review of nomination documents to be submitted. The nomination document prepared by the campus committee in accordance with the attached guidelines should be submitted to the Office of the Academic Senate CSU (400 Golden Shore, Suite 134, Long Beach, California 90802-4275) no later than Monday, February 6, 1989.

Please inform the Office of the statewide Academic Senate as soon as possible of the name, department, and telephone number of the chairperson of the campus nomination committee.

Campus nominations will be reviewed by a statewide Academic Senate Outstanding Professor Awards Selection Committee comprised of the Chancellor or her designee, one member of the CSU Board of Trustees, five faculty members named by the Academic Senate CSU, and one student appointed by the California State Student Association. The Chancellor will present the names of the distinguished professors selected by this committee to the Board of Trustees for approval.

#### Format of Nominations

One area of difficulty noted consistently by statewide OPA nomination committees is the format of campus nominations. The manner and form in which nominations are submitted vary widely and can have considerable influence on the systemwide committee in considering campus nomination. Submissions should be well organized, well documented, complete statements of the faculty member's qualifications and accomplishments. Documents of those persons recently selected for the awards generally include a table of contents, complete curriculum vita, identified letters of support from colleagues, students and community leaders, and a black and white glossy photograph of the nominee. The documents were organized to feature teaching excellence, scholarship and/or creative activity, and service to the campus community.

We do not wish to impose a "standardized" nomination document format, but believe you should be aware of the importance of both substance and form of nomination documents.

We appreciate your help in this important process for recognizing our distinguished faculty members. Should your campus committee have any questions on this program, they may telephone Mrs. Deborah Hennessy, Executive Director for the Academic Senate at (213) 590-5578, (ATSS) 635-5578.

WAR/RG/he

Enclosures: OPA Guidelines and Timetable

cc: Chairs, Campus Senates/Councils  
Vice Chancellors  
Academic Vice Presidents  
Systemwide OPA Selection Committee  
Robert Maners, Director, CSU Foundation



TRUSTEES' OUTSTANDING PROFESSOR AWARDS

TIMETABLE

1988/89

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August 29, 1988	Call for nominations to the campuses.
January 9, 1989	Formation of the statewide Outstanding Professor Awards Nomination Committee (Chancellor or her designee, one trustee, five faculty, and one student representative).
February 6, 1989	Deadline for submission of nomination documents (4 copies) to the Office of the Academic Senate CSU.
February 9-10, 1989	Review of nomination documents by statewide Outstanding Professor Awards Nomination Committee.
February 14, 1989	Statewide Nomination Committee reports its recommendations for two Outstanding Professor Awards recipients by letter to the Chancellor.
March 7-8, 1989	Trustees consider the recommendations and announce the recipients of the 1987/88 Outstanding Professor Awards. All involved are notified by letter.
*May 4, 1989	
May 16-17, 1989	Recipients of the 1988/89 Outstanding Professor Awards are formally honored by the Board of Trustees.
September 1989	Recipients of the 1988/89 Outstanding Professor Awards are formally honored by the Academic Senate CSU.

*\*A buffet dinner honoring all campus OPA nominees will be held at the State University House, sometime during May. The specific date will be confirmed at least six weeks in advance.*

GUIDELINES FOR TRUSTEES'  
OUTSTANDING PROFESSOR AWARDS

**PREAMBLE**

The Trustees' Outstanding Professor Awards were established by the Board of Trustees of The California State University and Colleges in September 1963 to recognize excellence in teaching. Each year two distinguished faculty members of the CSU are honored for the contributions made to their students, to their academic disciplines, and to their campus communities. The California State University Foundation, utilizing funds from the Joseph M. Schenck Foundation, makes a cash award to each of the Outstanding Professors.

**CRITERIA FOR NOMINATION**

A nominee for a Trustees' Outstanding Professor Award is expected to have a record of superlative teaching. The documentation submitted in support of a nomination is required to contain written evaluations, both from students and from faculty, which evidence excellence in teaching. No amount of professional achievement as evidenced by research and creative scholarship, or service to the campus and community shall be a substitute for this basic requirement. A significant part of each nominee's record of accomplishment shall have been established while a faculty member of The California State University.

Each nomination shall be supported by evidence which includes detailed lists of the nominee's achievements as a teacher, and also as a member of his/her profession, and as a member of the campus and community. Evidence shall also include written statements, which are both descriptive and evaluative, by present and former students, colleagues in the nominee's academic discipline, campus administrators, and others who are qualified to comment upon the nominee's teaching and related contributions; the evaluations shall include a description of the type of evidence used as a basis for judgment. Written statements shall include a brief paragraph identifying the writer.

The nominee's professional accomplishments shall be evaluated to ascertain their quality and the contributions these activities have made to the nominee's teaching. The nominee's services to the campus and the larger community shall be evaluated to ascertain their relevance to the nominee's teaching, as well as their overall significance.

**PROCEDURE FOR NOMINATION**

1. Selection of one campus nominee shall be made by a campuswide faculty committee, which shall include student representation, subject to campus control of employee records.
2. The systemwide Trustees' Outstanding Professor Awards nominating committee shall consist of the Chancellor or his/her designee, one member of the CSU Board of Trustees, one student appointed by the California State Student Association, and five faculty members named by the Academic Senate CSU.

GUIDELINES FOR TRUSTEES'  
OUTSTANDING PROFESSOR AWARDS  
Page Two

3. Evidence in support of a nominee's candidacy shall include written statements from (a) present and former students, (b) colleagues in the nominee's academic discipline, (c) campus administrators, and (d) others who are qualified to comment upon the nominee's teaching and related contributions.
4. Four (4) copies of all evidence in support of a nominee's candidacy shall be submitted to the Academic Senate CSU office. Such evidence shall include (a) a table of contents, (b) full curriculum vita, (c) documentation and evaluation of teaching accomplishment, including student course evaluations, (d) documentation and evaluation of professional achievement, (e) documentation and evaluation of service to campus and community, and (f) any other material deemed relevant in support of the nomination. However, only single copies of books, book-length monographs, etc., need be provided.
5. The Trustees' Outstanding Professor Awards nominating committee shall weight evidence of teaching accomplishment most heavily.
6. Copies of all evidence in support of a nominee's candidacy shall be submitted through the Chancellor to the Board of Trustees.

**RECEIVED****Memorandum****SEP 19 1988**


To : P. Bailey, H. Busselen, L. Carter, G. Ding, G. Irvin, P. Lee, K. Walters, D. Walch, C. Andrews

Date : September 13, 1988

Academic Senate

File No.:

Copies : M. Wilson  
S. Wilkins  
M. Cardoza  
AAFD Comm.  
D. Marple

From :  R. Lucas, Associate Vice President for  
Graduate Studies, Research, and Faculty Development

Subject : AFFIRMATIVE ACTION FACULTY DEVELOPMENT PROGRAM - 1988/89

The Chancellor's Office will soon announce the Affirmative Action Faculty Development Program for 1988/89. We expect that the total available this year will be forty-five weighted teaching units for assigned time and a small amount (less than \$5,000) for mini-grants and in-state travel.

The program's purpose will be the same as in previous years. The Affirmative Action Faculty Development Grants Program provides funding for faculty, with emphasis on groups underrepresented in their discipline - women, minorities, and disabled faculty - to improve their chances for winning tenure and promotion.

Probationary or tenured faculty members at the instructor, assistant professor, or associate professor rank and librarians at equivalent ranks are eligible to apply. In restricted instances, lecturers may also apply.

Attached are copies of the guidelines and cover form for distribution to eligible faculty. The deadline is Friday, October 21, 1988. Faculty are asked to submit completed application forms to this office via the department head and dean. Applications will be reviewed by the Affirmative Action Faculty Development Program Review Committee which has representation from each school, the library, and the Academic Senate.

Please make every effort to encourage minorities, women, and disabled faculty to participate fully in this program.

If you have questions regarding this program, contact me at extension 1508.



**AFFIRMATIVE ACTION  
FACULTY DEVELOPMENT PROGRAM  
1988/89 GUIDELINES**

**Eligibility Requirements**

The purpose of the Affirmative Action Faculty Development Program is to assist probationary or tenured faculty at the Instructor, Assistant, or Associate Professor rank in meeting the qualifications for retention, tenure or promotion, and to enhance the possibility of their being considered positively for such appointments or career advancement. Librarians are also eligible for participation in the program, except for those at the equivalent ranks of full professor.

Awards other than for released time may be extended to full-time Lecturers. Awards to Lecturers are granted only in unique and limited circumstances where: 1) there are no qualified and eligible probationary or tenured faculty candidates; 2) the faculty member has taught at the campus for a minimum of two full years prior to the granting of the award, and 3) the special contributions of the faculty member combined with the academic needs of the campus warrant such an award.

Award criteria reflect an overall affirmative action planning approach to the elimination of underutilization of minorities, women, and disabled within departments, schools, or the campus as a whole. In cases where resources are limited, the decision to award assistance to faculty will be influenced by the degree of under-representation of a particular group. For example, while women might be under-represented at the Associate or Full Professor ranks throughout the campus, there may be more of a need to concentrate efforts in the School of Engineering rather than the School of Professional Studies and Education, assuming a choice has to be made.

Additional considerations favor faculty at the lower ranks, non-tenured faculty, and faculty who have not received significant prior support through this grant program.

This program provides two major resources:

1. Faculty positions to provide up to six units of released time per term for faculty in the lower academic ranks of Instructor, Assistant Professor, and Associate Professor.
2. Funds to be allocated to faculty in these ranks in support of minigrants and/or travel to present papers at professional meetings or to publish the results of research.

Released time up to six units per term may be awarded to each eligible faculty member in order to achieve any of the following objectives:

1. To prepare to teach a greater variety of courses needed in the department or equivalent unit and thereby make the faculty member a greater asset to the department or equivalent unit.
2. To complete publication of instructional studies or research already underway, which would benefit the faculty member in obtaining tenure or promotion.
3. To undertake research and publication projects that would ultimately assist the faculty member in obtaining tenure or promotion.
4. To aid the faculty member in completion of a terminal degree or other form of advanced study.

Faculty applying for released time, a travel grant, or a minigrant should submit a detailed description of the work which (s)he will do, a time line for the completion of the project, and a statement about how the resources requested will fit into a plan for completion of the project. **All funds and released time must be utilized by June 30 of the current academic year.** Proposals should be single spaced, three to four pages long, and should cover the following topics in order:

1. **Objectives:** (To the extent possible, this statement should be in non-technical language.)
2. **Significance:** (Discussion may address such questions as: What is the importance of the problem? How does it relate to your teaching assignment? How does what you propose relate to your professional development? What is the nature of the work to be published? How will what you propose help you obtain tenure or promotion?)
3. **Plan of work:** (Give details, proposed methodology, and time schedule. Relate design to objectives. List facilities available, if needed.)
4. **Related efforts in this field:** (Give some idea of your efforts in this area so far)
5. **Plans for dissemination of results:** (Describe journals or publishing companies and why they would be interested.)
6. **Budget:** Applicants requesting in-state travel and/or a mini grant should attach a budget which outlines costs to be incurred according to the following applicable categories:

	<u>Amount</u>
Personal Services	
Temporary Help	\$ _____
Student Assistant	_____
Graduate Assistant	_____
TOTAL PERSONAL SERVICES	_____
Staff Benefits (20% applies to Temp. Help only)	_____
Operating Expense and Equipment	
Supplies and Services	_____
On-Campus Duplicating	_____
Off-Campus Printing	_____
Travel (In-State)	_____
Travel (Out-of-State)	_____
Other	_____
Equipment	_____
TOTAL OPERATING EXPENSE AND EQUIPMENT	_____
GRAND TOTAL	\$ _____

7. **Biography, including personal bibliography:** (List colleges attended, years, degrees, major field, pertinent work, other research experience not listed in 4 above. Additional information - vita, resume - may be attached.)

If an award is made, a report is required during the quarter following completion of the grant describing what was accomplished.

**1988/89 AFFIRMATIVE ACTION  
FACULTY DEVELOPMENT PROGRAM**

**COVER PAGE**

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Rank and Step (as of September 1988): \_\_\_\_\_

Tenured ☐

Tenure Track ☐

Non-tenure Track ☐

**Amount requested:**

Released Time	_____ WTU's Wtr Quarter	Minigrant	\$ _____
	_____ WTU's Spr Quarter	Travel Grant	\$ _____

**ENDORSED:**

\_\_\_\_\_  
*Department Head/Chair*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Dean*

\_\_\_\_\_  
*Date*

**Submit an original and 11 copies to:  
Graduate Studies & Research Office  
Administration 317, Ext. 1508**

**DEADLINE: Friday, October 21, 1988**

State of California

# Memorandum

## RECEIVED

SEP 7 1988

**CAL POLY**  
SAN LUIS OBISPO  
CA 93407

To : A. Charles Crabb, Chair  
Academic Senate

Academic Senate

Date : September 1, 1988

File No.:

Copies : Malcolm Wilson  
Jan Pieper  
Michael Suess

From :   
Warren J. Baker  
President

Subject: SEXUAL HARASSMENT POLICY -  
ACADEMIC SENATE RESOLUTION (AS-289-88/SWC)

On June 9, 1988, I acknowledged receipt of Academic Senate Resolution AS-289-88/SWC and indicated that because the Interim Policy on Sexual Harassment was developed by a campuswide committee chaired by Mike Suess, I was asking him to review the recommendations and to consider whether the Interim Policy, with appropriate modifications, should now be promulgated as an administrative bulletin to supersede AB 81-3.

I have now received a report from Mike Suess in which he has recommended that the revisions suggested by the Academic Senate, with some exceptions, be incorporated into a final policy statement. There are some areas in Sections III and IV where language as proposed by the Academic Senate differs from language recommended by legal counsel. In addition, there was language proposed in Sections V.A.1 and VI.A which is in conflict with and has been superseded by collective bargaining agreements. With these exceptions I am approving the recommendations of the Academic Senate. In addition, I will be promulgating the revised Sexual Harassment Policy as a new administrative bulletin.

For your information, pending the issuance of the administrative bulletin, I am enclosing a copy of the revised policy.

Enclosure



## Memorandum

RECEIVED

To : A. Charles Crabb, Chair  
Academic Senate

AUG 30 1988

Date : August 22, 1988

File No.:

Academic Senate

Copies : Malcolm Wilson  
Deans  
Jan Pieper  
Mike SuessFrom : Warren J. Baker  
President

Subject : Resolution on Initial Appointments of Tenure-Track Faculty (AS-293-88/PPC)

In an effort to avoid confusion with Provision 12.10 of the faculty unit collective bargaining contract, the above referenced resolution is approved with the following modification:

"Normally, initial appointments of tenure-track faculty members commencing fall quarter will be made for two academic years with the exception of those appointments in which two years of service credit are being granted toward tenure eligibility.\* Letters of appointment will stipulate that a periodic evaluation will occur during the first academic year and a full performance evaluation will occur during the second academic year."

It should be understood that this resolution does not apply to offers of tenure track employment commencing Fall Quarter 1988. Also, two year appointments would not preclude a probationary faculty member from requesting early tenure, as provided by the faculty unit contract, during the appropriate evaluation cycle. A full performance evaluation would be required for early tenure consideration.

Please express my appreciation to the Academic Senate and the Personnel Policies Committee for its recommendations. Hopefully, this will improve the quality of the performance reviews and reduce anxiety of first year tenure track faculty.

\*In such cases the first year of employment at Cal Poly is designated as the incumbent's third probationary year. Consequently, the performance evaluation occurs during the second cycle with notification on June 1st. The revision also excludes mid-year starts which are covered by separate provisions under the faculty unit contract.

# Memorandum

**RECEIVED**

To : A. Charles Crabb, Chair  
Academic Senate

Date : August 22, 1988

AUG 30 1988

File No.:

Academic Senate

Copies : Malcolm Wilson  
Jan Pieper  
Mike Suess

From :   
Warren J. Baker  
President

Subject : Resolution on Consolidated Recommendations of Peer Review Committees  
(AS-295-88/PPC)

With the endorsement of Vice President Wilson, it is my pleasure to approve the above referenced resolution, with the understanding that the following will be added to Section 3:

"In any event, each report or recommendation must include substantiating reasons and must be signed by those who support it."

Dr. Wilson intends to incorporate the suggested wording into his annual memorandum regarding retention, tenure, and promotion. We both extend our appreciation for bringing this matter to our attention.

## Memorandum

RECEIVED

To : Charles Crabb  
Academic Senate

SEP 13 1988

Date : September 9, 1988

Academic Senate

File No.:

From : Warren J. Baker  
PresidentCopies : M. W. Wilson  
R. Lucas  
C. Andrews  
L. Jamieson  
P. Adalian

Subject : RESOLUTION ON GUIDELINES FOR STATE FACULTY SUPPORT GRANTS


Thank you for your memorandum of September 1, 1988, transmitting the Academic Senate Executive Committee's guidelines for the State Faculty Support Grant competition this fall. As you know, we have since learned that the Chancellor's Office does not consider the Academic Senate Research Committee an elected committee for purposes of reviewing the State Faculty Support Grant proposals. I understand that Bob Lucas has been in touch with you about alternatives, and that on an interim basis you have asked the University Professional Leave Committee to serve as the core of a committee for the Fall Quarter's review cycle. I sent guidelines out yesterday to the faculty reflecting that change. I am also sending out today a letter formally appointing the review committee and adding a graduate student and administrator to it.

I want to thank you and the Academic Senate Executive Committee for your help in providing guidelines for the proposals. Without your timely response, we would not have been able to mount a workable program during this academic year.

# Memorandum

TO: Presidents

Date: December 13, 1987

  
From: Lee R. Ketschnor  
Vice Chancellor  
Academic Affairs

Subject: Recommendations for Honorary Degrees, 1988 Commencement

This memorandum will serve as the annual call for campus recommendations for the awarding of honorary doctoral degrees by the Board of Trustees of The California State University. A copy of the current Trustee policy guidelines is enclosed.

Please submit your campus recommendations along with supporting information (20 copies) to Deputy Vice Chancellor Anthony J. Moye no later than February 15, 1988, so that the Subcommittee on Honorary Degrees may review the materials in a timely fashion prior to the meeting of the Board of Trustees on March 8-9, 1988. It is particularly important that the letter of nomination set forth, document in a solid and compelling fashion, arguments for the award of an honorary doctorate by The California State University. In addition, a current curriculum vitae of each nominee should be provided.

The recommendations of the Subcommittee will be considered, in turn, by the Board's Committee on Gifts and Public Affairs and by the full Board in executive session in March.

Please note the need for the strictest confidence in dealing with the campus nominations. You may be assured of our full cooperation in maintaining the necessary confidences. Note!

Should you have any questions, feel free to contact me or Dr. Moye.

Enclosure

cc: Chair Dale B. Ride  
Trustee Lee A. Grissom  
Chancellor W. Ann Reynolds  
Executive Vice Chancellor Herbert Carter  
Vice Chancellor Mayer Chapman

Xc: Malcolm Wilson 12/28/87  
A. Charles Erskine



## **GUIDELINES FOR THE AWARDING OF HONORARY DEGREES THE CALIFORNIA STATE UNIVERSITY**

### **I. Policy**

- A. Honorary degrees shall be awarded by The California State University, but only at the *doctoral level*.
- B. All honorary degrees shall be conferred by the Board of Trustees of The California State University, and only in the name of The California State University.
- C. The Board of Trustees shall determine the number of honorary degrees to be awarded in any academic year. Normally, the Board will consider no more than two recommendations from each campus in an academic year, plus an aggregate of five additional recommendations which may be submitted by or through Board members and the Chancellor during the same period.
- D. The following categories of honorary degrees shall be recognized for conferral by the Board of Trustees:
  - 1. Doctor of Fine Arts (D.F.A.)
  - 2. Doctor of Humane Letters (L.H.D.)
  - 3. Doctor of Laws (LL.D.)
  - 4. Doctor of Letters (Litt.D.)
  - 5. Doctor of Science (Sc.D.)

Other categories may be proposed to the Board for consideration; however, the Board will not authorize degree designations which normally are identified as earned doctorates.

### **II. Purposes for Which Honorary Degrees May Be Conferred**

- A. To recognize excellence and extraordinary achievement in significant areas of human endeavor, within which are embodied the objectives and ideals of The California State University.
- B. To honor meritorious and outstanding service to The California State University, collectively, or to its campuses, individually; to the State of California; to the United States; or to humanity at large.
- C. To recognize men and women whose lives and significant achievements should serve as examples of The California State University's aspirations for its diverse student body.

### **III. Criteria for the Awarding of Honorary Degrees**

- A. Honorary degrees may be awarded to recognize achievements in all parts of the world. Honorary degrees awarded should represent an appropriate balance between local and non-local, and academic and non-academic recipients, and should represent a wide diversity of fields of endeavor.
- B. Nominees for honorary degrees must be distinguished in their respective fields, and the eminence of persons nominated must be widely recognized. Nominees must have demonstrated intellectual and humane values that are consistent with the aims of higher education, and with the highest ideals of the persons' chosen fields.

- C. Service or benefaction to the University do not in themselves justify the awarding of honorary degrees. However, nothing in these criteria shall preclude nominees who are in political life, or who are benefactors of The California State University.

#### **IV. Limitations on Eligibility**

Honorary degrees shall not be awarded to:

- A. Incumbent members of the Board of Trustees of The California State University
- B. The incumbent Chancellor of The California State University
- C. Incumbent campus Presidents of The California State University
- D. A person who already has been awarded an honorary degree by The California State University

#### **V. Procedures for Selecting Honorary Degree Recipients**

In all steps of these procedures, utmost care is to be taken to ensure confidentiality. A breach of confidentiality could seriously embarrass The California State University and those individuals under consideration for the receipt of an honorary degree.

- A. Recommendations of persons to receive honorary degrees are encouraged from any member of The California State University community, including Trustees, the Chancellor, Presidents, faculty, students, administrative staff, alumni, campus Advisory Board members and other friends of The California State University. Such recommendations may include the category of honorary degrees believed appropriate (par.I.D.).
- B. Recommendations originating in any of the campus communities shall be submitted through the campus President. Recommendations originating elsewhere within The California State University community at large shall be submitted through the Chancellor.
- C. Each campus President shall establish a committee to review recommendations and to assist in the development and compilation of materials in support of nominations to be forwarded. Following appropriate consultation with this committee, the President shall select no more than two nominations to be forwarded to the Chancellor in any given academic year.
- D. The Chancellor, in turn, shall forward all nominations, with appropriate comments, as desired, to a separately constituted Subcommittee on Honorary Degrees of the Committee on Gifts and Public Affairs, according to a schedule to be established by the Board.
- E. The Subcommittee on Honorary Degrees shall be chaired by a member of the Committee on Gifts and Public Affairs who shall be named by the Chair of that Committee. The Subcommittee shall be comprised of:
  - 1. One additional Trustee (other than the Chair of the Subcommittee) to be named by the Chair of the Board
  - 2. The Chancellor, or designee
  - 3. Two Presidents, to be named by the Chancellor

4. The following representatives, to be appointed by the Chancellor following consultation with the respective agencies shown in parentheses:
  - a. Two faculty (the Academic Senate, CSU)
  - b. One alumnus (California State University Alumni Council)
  - c. One student (California State Student Association)
- F. The Subcommittee on Honorary Degrees, meeting in executive session, shall review all nominations received, and shall forward to the full Committee on Gifts and Public Affairs each nomination with the Subcommittee's notation of "recommended" or "not recommended," using the policies and criteria set forth in these Guidelines as the bases for the Subcommittee's determinations.
- G. The full Committee on Gifts and Public Affairs, following similar procedures, shall forward to the full Board for final consideration no more than one nomination per campus and three originating with the Board and/or the Chancellor, indicating in each case the full Committee's determination of "recommended" or "not recommended."
- H. The Board of Trustees, meeting in executive session, shall make the final determination in each case, and will, by virtue of its exclusive authority in this matter, "award" the degree in the category it considers most appropriate.

#### VI. Conferral of Degrees

- A. Honorary degrees may be conferred during any California State University function which the Board of Trustees considers appropriate.
- B. Normally, the Chair of the Board of Trustees, the Chancellor, and the campus President, where appropriate, will participate in the conferral ceremony as follows:
  1. When a campus is involved:
    - a. The Chair of the Board of Trustees (or designee) will read the Citation
    - b. The Chancellor, if present, or the campus President will confer the degree
    - c. The campus President (or designee) will hood the degree recipient
  2. When a campus is not involved:
    - a. The Chair of the Board of Trustees (or designee) will read the Citation
    - b. The Chancellor (or designee) will confer the degree
    - c. The Vice Chair of the Board of Trustees (or designee) will hood the degree recipient

The following resolution is recommended:

**RESOLVED**, By the Board of Trustees of The California State University, that the "Guidelines for the Awarding of Honorary Degrees — The California State University," contained in Committee on Gifts and Public Affairs Agenda Item 3, dated July 19, 1983, are hereby adopted.

September 14, 1983

*Journal - Sen 10.4.88*

**CONFIDENTIAL**

**CONFIDENTIAL**

**CONFIDENTIAL**

**PLEASE RETURN THIS RESOLUTION TO THE BACK  
TABLE AT THE CONCLUSION OF TODAY'S SENATE MEETING**

Adopted: \_\_\_\_\_

**ACADEMIC SENATE  
OF  
CALIFORNIA POLYTECHNIC STATE UNIVERSITY  
San Luis Obispo, California**

Background statement: Oscar Arias Sanchez was born in Heredia, Costa Rica, September 13, 1941. He was educated there and abroad--attending Boston University with the original intention of studying medicine. Impressed by North American politics, he returned to his native country to pursue further study in law and economics. He was awarded a grant by the British government to study at the University of Essex and the London School of Economics and Political Science. Obtaining a doctorate from the University of Essex, he returned to Latin America where he held a professorship in the school of political science at the University of Costa Rica from 1969-1972.

Arias was appointed minister of national planning and political economy by President Jose Figueres in 1972. He served that office with distinction until 1977. The following year he was elected to represent Heredia in the national legislative assembly. In addition to his career in politics as a member of the National Liberation Party, he served as a member of the ad hoc commission of the National University of Heredia. He was a director of the technological institute of Costa Rica and a member of the national council of university rectors. In 1976 he served on the board of directors of the International University Exchange Fund and the following year he was a member of the North-South Roundtable. He strongly supports education--seeing it as a major contributor to equalization of income, political stability and economic development.

On February 2, 1986, he won the election for president of his country and was inaugurated May 8, 1986. He has used the resources of the presidency to promote stability and effect a return to diplomacy as a means of resolving the many conflicts bedeviling the region. In recognition of his gallant efforts to stabilize the turmoil devastating the societies and economics of the neighboring republics in Central America, Oscar Arias Sanchez was awarded the Nobel Peace Prize October 13, 1987.

Cal Poly has a special interest in the dedication and support that President Arias has shown for higher education because of our role in the development of the new Escuela de Agricultura de la Region Tropical Humeda. This educational project, which will offer a four-year baccalaureate degree in the areas of agricultural production and ecological conservation in the humid tropical zone, will also give members of our faculty and staff valuable experience by diversifying our focus and broadening our perspective. Thirty-two of our colleagues have already been involved over the past two years and the prospects are that an additional 30-50 will benefit from this cooperative effort in the next twenty-four months. President Arias has been very attentive in establishing the project and very gracious in sharing with us the talents of Dr. Jorge Manuel Dengo, First Vice-president of the republic, to act as Interim Director of the new college.



**Resolution on an Honorary Doctor of Laws  
Degree for President Oscar Arias Sanchez  
AS-\_\_\_\_-88/\_\_\_\_**

Page Two

**AS-\_\_\_\_-88/\_\_\_\_**

**RESOLUTION ON AN HONORARY DOCTOR OF LAWS  
DEGREE FOR PRESIDENT OSCAR ARIAS SANCHEZ**

- WHEREAS, Dr. Oscar Arias Sanchez, President of the Republic of Costa Rica, has achieved distinction through his efforts to promote peace and understanding in a region of the world long disturbed by civil strife and disregard for human rights; and
- WHEREAS, International recognition for his contribution to diplomacy and the relaxation of armed conflict was duly celebrated by the 1987 Nobel Peace Prize; and
- WHEREAS, Dr. Arias has also distinguished himself as an educator and advocate of academic excellence on the national and international level; and
- WHEREAS, Dr. Arias has devoted time, effort, and resources to the successful establishment of the Escuela de Agricultura de la Region Tropical Humeda (EARTH) in conjunction with California Polytechnic State University, San Luis Obispo; therefore, be it
- RESOLVED: That the California Polytechnic State University Academic Senate strongly recommend that President Baker urge the Board of Trustees of The California State University to award the Degree of Honorary Doctor of Laws to Oscar Arias Sanchez, President of the Republic of Costa Rica; and be it further
- RESOLVED: That this honorary degree be conferred at Cal Poly Commencement, June, 1989.

Proposed By:  
Reg Gooden, Statewide Senator  
July 12, 1988

ACADEMIC SENATE  
of  
THE CALIFORNIA STATE UNIVERSITY

AS-1825-88/GA  
September 8, 1988

THE HIGHER EDUCATION FACILITIES  
BOND ACT OF 1988 (PROPOSITION 78)

- WHEREAS, The Higher Education Facilities Bond Act of 1988 (Proposition 78) will appear on the ballot of the November, 1988 general election; and
- WHEREAS, Proposition 78 authorizes \$600 million for specific capital improvement projects at the University of California, the California State University, and the California Community Colleges; and
- WHEREAS, The CSU's share of the authorization for capital improvement projects in Proposition 78 is approximately \$128 million for specific projects which have been reviewed and approved by the legislature and Governor; and
- WHEREAS, Previous reductions in capital outlay and the rapid growth of enrollment in California public higher education and in CSU in particular have placed a very heavy and growing demand on classroom, laboratory, library, and other types of buildings; and
- WHEREAS, The Tidelands Oil Fund, which has historically been the major source of revenue for capital expenditures for California public higher education, has been severely depleted because of the fall of oil prices during the last one and one-half years, thereby making bond financing more important; and
- WHEREAS, The State of California's debt-service ratio for general obligation bonds of about 2% of the general fund is well below the national average of 4%; therefore be it
- RESOLVED: That the Academic Senate of the California State University endorse and support the Higher Education Facilities Bond Act of 1988 (Proposition 78); and be it further
- RESOLVED: That the Academic Senate CSU urge faculty and local campus senates to work for adoption of the Higher Education Facilities Bond Act of 1988 (Proposition 78).

APPROVED UNANIMOUSLY

September 8, 1988